

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

Occupational Category:

Managerial_____ Technical_____ Analytical X

Administrative _____ Clerical/Support _____ Other_____

Level of Responsibility: GS 13 Pay Band _____ WG/WM _____

Duration: 3 months _____ 6 months X Other_____

Timeframe: 1st quarter___ 2nd quarter X 3rd quarter X 4th quarter___

Title of Assignment: Program Analyst

Assignment Objective:

The person will be expected to provide staff assistance in support of the following areas:

1) Timely and accurate guidance, information, reports and requested documents to NMAO management; 2) Response to legislative Q&A , regulatory, and budgetary processes that affect operational research platforms; 3) Internal and external partnerships that promote NOAA fleet and NMAO relationship with other Line Offices and external programs through outreach, participation in professional meetings and customer-driven workshops, etc.

Description of Tasks:

1) With management direction, develop strategies which would help build support for the ship and aircraft fleets and to positively support fleet issues; 2) Assist in preparing documents necessary for Line/Staff Office review; decisional briefs to NOAA Executive Panel (NEP), NOAA Executive Council (NEC), etc.; 3) Support the Ship and Aircraft Acquisition and Operations Goal-Wide Team by attending meetings and completing taskings throughout the Planning, Programming, Budgeting System (PPBS) process.

Special Requirements and Selection Criteria:

1) Strong analytical, writing and oral communication skills and must be proficient at working with technical information; 2) Familiarity with other NOAA Line Offices and programs in order to support NMAO crosscutting mission; 3) Must be in Washington, D.C., commuting area.

NOAA Line/Staff Office: NOAA Marine & Aviation Operations

Point of Contact: Elizabeth White, Chief

Program Services and Outsourcing Division, SSMC 3, 12th Floor, Silver Spring, MD (301) 713-3418 ext.135